NOTES FOR SPEAKERS

GENERAL
1. Send bio data to the ………………. one month before conference.
2. Give mobile number for …………….. purposes.
3. Some ………………. can have discounted tickets.
4. Must fill in relevant section on …………….. form.

PRESENTATION MATERIALS
5. Must be in Powerpoint for inclusion in delegate …………….. .
6. In English only – …………….. can organise translations.
8. If use …………….. the text must not be hidden.

SPEAKER FEEDBACK
9. Everyone is asked to fill in …………….. .
10. Speakers receive …………….. ratings about one month later.

SPEAKER ETIQUETTE
11. Keep company …………….. small on slides.
12. Time is vital. Each 40-minute session has 10 minutes allocated to …………….. .